

Agency IT Initiative Supplement Instructions

March 1, 2012

Purpose of the IT Initiative Supplement

This document is the collection vehicle to assemble information required for the state IT planning and budgeting process for IT investments. After completing this document, you can use the information to complete the MBARS IT Projects module.

The Agency IT Initiative Supplement (IT Supplement) also fulfills part of the Montana Information Technology Act requirements for agency IT plans. MCA 2-17-523(3) requires that all new investments in information technology can be included in the governor's budget only if the project is contained in the approved agency information technology plan. New investments are not limited to new budget requests, they also include IT investments funded from existing agency base budgets. DOA can only recommend new IT investments if they are included in the agency IT plan. IT Supplements are considered components of an agency's IT plan.

What IT Investments and Projects to Document

The IT Supplement provides more information about the IT Initiatives listed in Section 5 of your Agency IT Plan.

For EPP, non-EPP and agency IT planning purposes, include all IT investments, projects, or initiatives that will have expenditures during the current and next two biennia (FY2012 through FY2017). Complete an IT Supplement for each IT initiative that meets one or more of the following criteria:

- An EPP item for IT spend.
- A budget of \$500,000 or more, whether or not it is an EPP item. The \$500,000 budget is the sum of all grants, current operating budget expenses, new budget allocations, special fees, and other sources of funds and includes costs associated with internal builds.
- An IT initiative with a budget of \$100,000 or more and also comprises 25% or more of the agency's IT budget, whether or not it is an EPP item.

IT Planning Timetable

1. SITSD published the Agency IT Plan Template and Instructions on January 10th.
2. Agency IT Plans are due to SITSD on April 16th.
3. Agency IT Initiative Supplements are due to SITSD on May 7th.